

Irondequoit Library Board of Trustees  
Monthly Meeting  
Pauline Evans Branch  
Minutes from August 16, 2006

**Trustee Members Present:** Stephanie Squicciarini, Peter Kelderhouse, Karyl Mammano, Wolodymyr Pylyshenko, Lynanne Wehner, Terry Buford (Director), Anne Boring (Recording Secretary)

**Trustee members absent:** Susanne Magee (excused). David Heffer (excused)

**Guests:** Ms. Ruth Klingenberger

Meeting called to order by President Peter Kelderhouse at 7:15 p.m.

**Approval of agenda:** Motion to approve the agenda made by Mr. Pylyshenko and seconded by Ms. Squicciarini. Motion unanimously approved.

**Public forum:** No time requested.

**Approval of Board Minutes and workshop minutes:** Minutes from executive session on June 14, 2006. Motion to accept the minutes with Ms. Mammano's name added was made by Mr. Kelderhouse and seconded by Ms. Wehner. Motion unanimously approved. Minutes from July 19, 2006 board meeting. Motion to accept the minutes made by Ms. Wehner and seconded by Mr. Pylyshenko. Motion unanimously approved.

**Vouchers:** Motion to approve August 2006 vouchers made by Ms. Squicciarini and seconded by Ms. Wehner. Motion passed unanimously.

### **Directors Report**

1. Library system news
  - Save the date: Saturday October 21, 2006, 9am to noon. Trustee Institute at the Rochester Public Library's Kate Gleason Auditorium with Stephen Abram, Vice-President for Innovation with Sirsi/Dynix Corporation.
2. Town News
  - Mr. Buford met with Supervisor Heyman on August 15<sup>th</sup>. They discussed the budget, the new library situation and new projects of interest in the library such as the McGraw roof and wireless networks.
3. IPL News/Facilities report
  - Mr. Buford gave John Martello of Liquid Plastics Inc. the go ahead for the McGraw roofing projects. Mr. Martello agreed they would do one drain and report back before proceeding. He also agreed that autumn would be

the best time to do the project. He added that this would also keep the areas cleaned of excess tar better looking until next year. Estimated project start time is October 2<sup>nd</sup>.

- There was a phone and data line outage at Evans on Monday, August 7<sup>th</sup>. Although all systems were down all day, the library remained open for business. The cause of the problem was squirrels chewing through our fiber optic cable at the rear of the building. Repairs were made by Frontier at 8pm that evening.
- We are soliciting cost estimates for wireless networks and lending notebook PCs for in library use at both branches. Mr. Buford hopes to apply the cost to this year's budget for at least one branch. This could alleviate some of the long waits for people who want to use the internet.

#### 4. Financial/Statistical Report Highlights

- **Public Service Report:** Summer months are the busiest time at the library. Circulation and door counts are highest of the year. One will occasionally hear comments that the library is not needed because of the proliferation of computers and internet access. The opposite is true. Computer logins increase dramatically every year. We have almost doubled computer use in 2 years.
- **Financial Summary:** we have to spend with caution in the last quarter because our revenues will fall short of projections which means we will have that much less to spend if we want to be in the black at year end.

Validation from Ms. Squicciarini – When she requested help with the Read-a-Thon for the Teen Book Festival on March 31<sup>st</sup>, the first person to volunteer was YA Librarian Jennifer Barth.

The board accepted all financial reports.

**Friends Report** - The Friends did not meet in July.

**Old Business – Proposed By-Law revisions** – Ms. Mammano and Dr. Heffer did meet since the last board meeting, but they were missing one piece of information that needs to be included in the bylaws. Revised by-laws will be sent out to the trustees before the September 20<sup>th</sup> meeting. These revisions will be discussed at the September board meeting and voted on at the October board meeting.

**Vote on tuition reimbursement policy** –After reviewing the revisions from the last meeting, Mr. Kelderhouse requested the following addition – “When the employee signs the tuition reimbursement policy it needs to be witnessed by the employee’s supervisor.” Mr. Kelderhouse entertained a motion to accept the tuition reimbursement policy with the addition of a witness signature. Motion to approve was made by Ms. Squicciarini and seconded by Ms. Mammano. Motion was unanimously accepted.

**New Business –2007 Budget Review –** Mr. Buford noted several changes in the proposed 2007 budget. Supervisor Heyman has requested a significant reduction in operating expenses. This greatly affects our materials budget which means there will be fewer new items on our library shelves next year. Our contracted services line is eliminated which means we won't be able to do any surveys next year. This expense will have to be picked up by the town. There will be no step increase for full time library employees and there will be a 2.5% cola increase in pay for all employees. If town unions settle next year on their pay raises, a salary increase for the library will be reviewed by the library board. Mr. Buford set up the proposed 2007 Budget with no unreserved fund balance. A lengthy discussion took place on this proposed budget by the trustees. A motion to approve the 2007 Proposed Budget was made by Mr. Kelderhouse and seconded by Ms. Squicciarini. The motion was unanimously approved

**Building project announcement –** Mr. Buford recently met with Supervisor Heyman and asked if she had a vision on how to get the information out regarding the library. She suggested presenting it at the October Town Board Meeting. She said she could keep the agenda relatively clear so the library would have the spotlight. Mr. Buford handed out a proposed press release he had written for review by the library board. There was a lengthy discussion on this. Mr. Kelderhouse suggested Mr. Buford show the press release to the supervisor and ask if it is okay with her. If she approves, the library board should announce the press release the day before the town board meeting. Mr. Kelderhouse read the release aloud to the room (The guest at the library board meeting said she would say nothing until the release was made public.) Mr. Kelderhouse said we would proceed after Mr. Buford met with Supervisor Heyman, but he personally would like to make the announcement in September. He will be unavailable October 12-23<sup>rd</sup>.

**Board President's Remarks** The president thanked the board members for their dedication to the library. He said it has been a long road.

Mr. Kelderhouse requested a motion to adjourn at 8:52pm. Mr. Pylyshenko made the motion and Ms. Wehner seconded.

Respectfully submitted,

Anne Boring  
Recording secretary